



GENERAL MANAGER INSTRUCTION 02/2021

Supervision standards GMI

As Community Corrections progresses work on developing a offender management framework and Community Instructions in relation to holistic case planning and service delivery guidelines, Community Corrections staff will continue to utilise the interim supervision contact guidelines as below:

Supervision Contact Levels (Attachment A)

This provides contact frequencies and standards for Good Behaviour Orders, Intensive Correction Orders and Parole Orders.

DATO - SV contact levels (Attachment B).

This provides contact frequencies for Drug and Alcohol Treatment Orders.

Please note, that as guidelines only, it is permissible to operate outside of these guidelines (in terms of your frequency of contact with offenders based on their designated Supervision Contact Level e.g. low/medium/high). However, if operating outside of these guidelines, this must be discussed and agreed with your respective Team Leader and the rationale for the decision and the outcome of the discussion must be clearly documented in the offender's file.

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A/g Assistant Commissioner
Community Operations
ACT Corrective Services
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Attachment A

Version 16 Jan 2020

Supervision Contact Levels

	GBO / Low	GBO / Medium	GBO / High	Assessment Pending
1	Face to face <i>Field visits not required</i>	Face to face <i>Field visits not required</i>	Face to face <i>Including 1 contact field visit every 12 weeks</i>	Face to face
	3rd parties	3rd parties	3rd parties	3rd parties
	Intervention	Intervention	Intervention	Intervention
	Responsivity	Responsivity	Responsivity	Responsivity
	Case plan	Case plan	Case plan	Case plan
	Termination/Suspension	Termination/Suspension	Termination/Suspension	Suspension
	Parole / Low	Parole / Medium	Parole / High	*Applies until assessment is completed.
2	Face to face <i>Including 1 contact field visit every 12 weeks</i>	Face to face <i>Including 1 contact field visit every 8 weeks</i>	Face to face <i>Including 1 contact field visit every 4 weeks</i>	Additional requirements
	3rd parties	3rd parties	3rd parties	Obtain criminal history
	Intervention	Intervention	Intervention	Obtain police SOF
	Responsivity	Responsivity	Responsivity	Complete / update OIFD
	Case plan	Case plan	Case plan	Verify information from offender
	Suspension	Suspension	Suspension	Verify current address
	ICO / Low	ICO / Medium	ICO / High	New Parolee (first 6 weeks)
3	Face to face <i>Total of 2 contacts per fortnight Including 1 field visit every 8 weeks</i>	Face to face <i>Total of 2 contacts per week Including 1 field visit every 6 weeks</i>	Face to face <i>Total of 3 contacts per week Including 1 field visit every 4 weeks</i>	Face to face <i>Including 1 contact field visit in first 2 weeks</i>
	3rd parties	3rd parties	3rd parties	3rd parties
	Intervention	Intervention	Intervention	Intervention
	Responsivity	Responsivity	Responsivity	Responsivity
	Case plan	Case plan	Case plan	Case plan
	Suspension	Suspension	Suspension	Suspension
	Low / Low-Med	Medium	Med-High / High	

Drug Court	
First 6 weeks	To Be Established
Face to face	To Be Established
Other	To Be Established
Schedule	
Hours	

Supervision Contact Levels – Notes

Face to face	Interviews by the supervising officer with the offender at the office or reporting centre, or a field visit.
Field visit	Includes contact home visits as well as contact locations such as place of employment, rehabilitation centre, home of a family member etc
3rd parties	Contact with third parties who are significant in managing or monitoring the offender. Frequency specified is for overall level of third party inquiries, not for each specific third party
Intervention	Activities that address criminogenic needs. This may include one to one work, approved/accredited programs and referral to external programs and services.
Offence maps	If the offender has a recent map, it can be used as the basis for the intervention plan. If the offender is a sex offender, a psychologist must be consulted.
Responsivity	Activities that address needs which are not criminogenic but may impact on the offender's ability to engage with interventions.
Case plan	Frequency of case plan reviews.

Additional notes:

The LSI-R to be re-applied every 12 months or whenever significant changes occur that may affect the offender's supervision level.

These Standards define minimum frequency of activities only. The frequencies may be exceeded where resources permit and if appropriate to the offender's circumstances.

Attachment B

DATO Phase 1		DATO Phase 2		DATO Phase 3		Miscellaneous
Face to Face*	1 every week	Face to Face*	1 every 2 weeks	Face to Face*	1 every 2 weeks	Mention attendance as per Court sitting schedule
Third party contact	Fortnightly	Third party contact	Fortnightly	Third party contact	Fortnightly	
Interventions	Motivational interactions	Interventions	Criminogenic factors other than health, mental health, AOD	Interventions	Criminogenic factors other than health, mental health, AOD	Conference attendance as per Court sitting schedule
Responsivity	Yes	Responsivity	Yes	Responsivity	Yes	Sentence/Cancellation attendance as per Court sitting schedule
Case Plan	Within 6 weeks of sentence	Case Plan	Within 2 weeks of phase progression or regression	Case Plan	Within 2 weeks of phase progression or regression	
Home or field Visit	Monthly	Home or field Visit	Monthly	Home or field Visit	Monthly	
Suspension/termination	No	Suspension/termination	No	Suspension/termination	No	
<ul style="list-style-type: none"> • Non face to face appointments (telephone contact) may substitute in person appointments where an offender is in residential rehabilitation or as negotiated with Team Leader 						